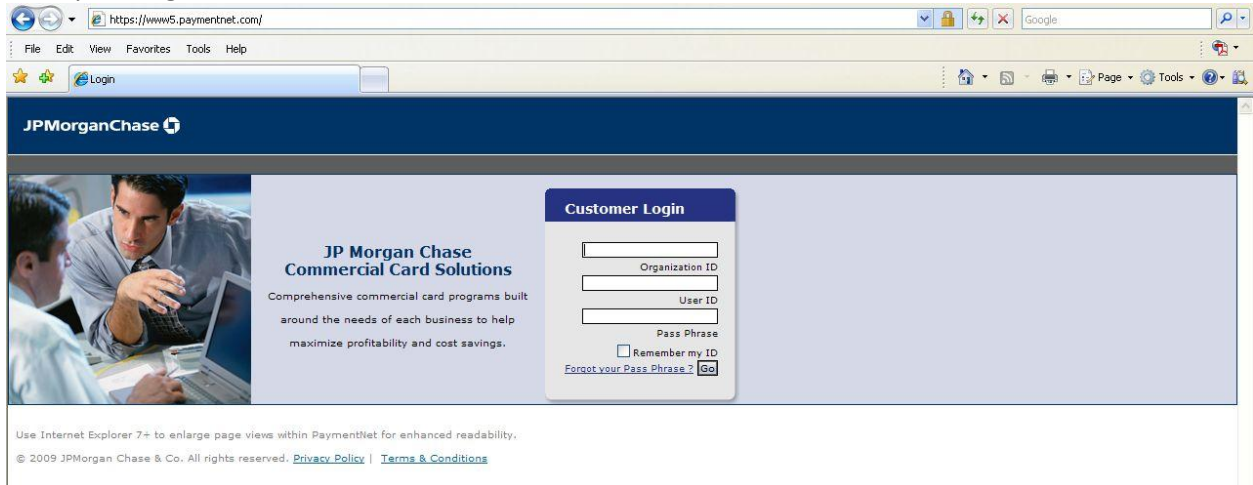


JPMorgan Chase – Monthly Cardholder/Company Statement

You will need to run this report every month since this is considered your monthly statement from JPMorgan Chase. It shows your agency's cardholders and their purchases/credits made during the billing period.

Log into JPMorgan Chase PaymentNet – <https://www5.paymentnet.com>

Enter your **Organization ID**, **User ID** and **Pass Phase**



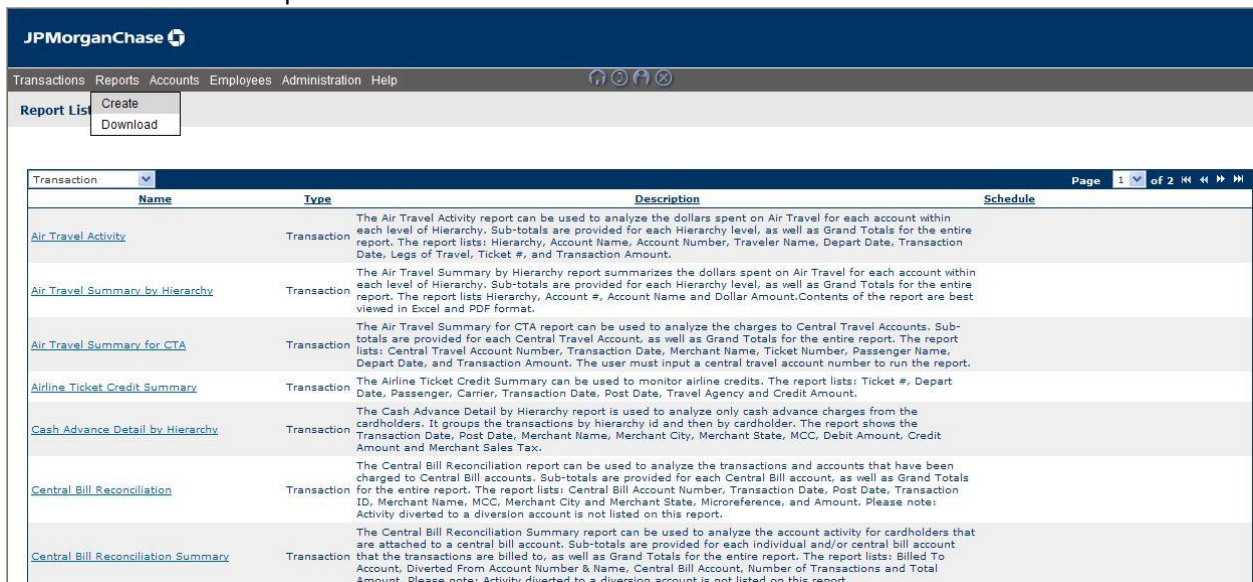
Use Internet Explorer 7+ to enlarge page views within PaymentNet for enhanced readability.

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Choose **Reports > Create**

Choose **Transaction** in the drop down list

Find and click on the Report Name **Central Bill Reconciliation**



| Name | Type | Description | Schedule |
|---|-------------|--|----------|
| Air Travel Activity | Transaction | The Air Travel Activity report can be used to analyze the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket #, and Transaction Amount. | |
| Air Travel Summary by Hierarchy | Transaction | The Air Travel Summary by Hierarchy report summarizes the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account #, Account Name and Dollar Amount. Contents of the report are best viewed in Excel and PDF format. | |
| Air Travel Summary for CTA | Transaction | The Air Travel Summary for CTA report can be used to analyze the charges to Central Travel Accounts. Sub-totals are provided for each Central Travel Account, as well as Grand Totals for the entire report. The report lists: Central Travel Account Number, Transaction Date, Merchant Name, Ticket Number, Passenger Name, Depart Date, and Transaction Amount. The user must input a central travel account number to run the report. | |
| Airline Ticket Credit Summary | Transaction | The Airline Ticket Credit Summary can be used to monitor airline credits. The report lists: Ticket #, Depart Date, Passenger, Carrier, Transaction Date, Post Date, Travel Agency and Credit Amount. | |
| Cash Advance Detail by Hierarchy | Transaction | The Cash Advance Detail by Hierarchy report is used to analyze only cash advance charges from the cardholders. It groups the transactions by hierarchy id and then by cardholder. The report shows the Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State, MCC, Debit Amount, Credit Amount and Merchant Sales Tax. | |
| Central Bill Reconciliation | Transaction | The Central Bill Reconciliation report can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Transaction ID, Merchant Name, MCC, Merchant City and Merchant State, Microreference, and Amount. Please note: Activity diverted to a diversion account is not listed on this report. | |
| Central Bill Reconciliation Summary | Transaction | The Central Bill Reconciliation Summary report can be used to analyze the account activity for cardholders that are attached to a central bill account. Sub-totals are provided for each individual and/or central bill account that the transactions are billed to, as well as Grand Totals for the entire report. The report lists: Billed To Account, Diverted From Account Number & Name, Central Bill Account, Number of Transactions and Total Amount. Please note: Activity diverted to a diversion account is not listed on this report. | |

On the **Report Detail** Screen

- In the **Name** field, enter a name you would like to name your report
- Enter a **Password** and **Confirm Password**
(this password will be used later to open the file – must be at least 6 characters long)
- Click on the **+** to the right of the Criteria row
 - Enter the following **Criteria** –
 - **Field = Post Date**
 - **Operation = Is Relative**
 - **Value = Last Period and ND Cycle**
- Click on the **+** to the right of the Hierarchy row
 - **Hierarchy ID** = Business Unit followed by space and P (e.g.; 11000 P)
 - **Include Children** box must be checked or your report will be blank
- Click **Save**
- Click **Process Report**

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Transactions Reports Accounts Employees Administration Help

Report Detail [List](#)

Save Delete Process Report Reset

*Name: Central Bill Reconciliation-11000

Report Format: Adobe Pdf

Compress Output? ☒

Password: *****

Confirm Password: *****

| Criteria | Field | Operation | Value |
|----------|-----------|-------------|----------------------|
| 1 | Post Date | Is Relative | Last Period ND Cycle |

Hierarchy

| Hierarchy ID | Include Children |
|--------------------------|-------------------------------------|
| 1 *Hierarchy ID: 11000 P | <input checked="" type="checkbox"/> |

Order By

| Field | Order Sequence |
|-------|----------------|
| | |

Schedule to Run Automatically ☐

* Required Fields

You will be directed to the **Available Downloads** Screen

Click **Refresh** until the Status is **Successful**

Click on the **Report Name**

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Transactions Reports Accounts Employees Administration Help

Available Downloads

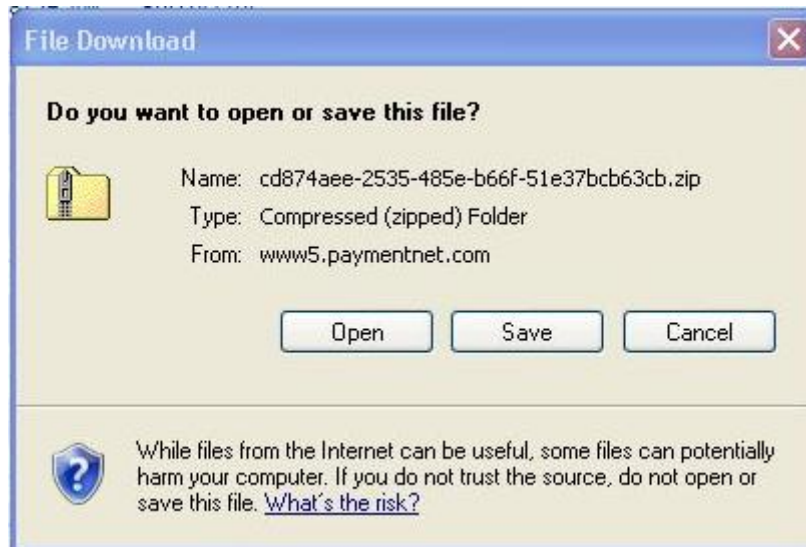
Refresh Delete Selected

[Download Adobe® Reader®](#)

| Name | Category | Created | Status |
|--|----------|---------------------|------------|
| <input type="checkbox"/> Central Bill Reconciliation-11000 | Report | 4/3/2009 9:18:56 AM | Submitted |
| <input type="checkbox"/> Central Bill Reconciliation.zip | Report | 4/3/2009 8:37:30 AM | Successful |
| <input type="checkbox"/> Transaction Detail-32500.zip | Report | 4/3/2009 8:18:37 AM | Successful |
| <input type="checkbox"/> Central Bill Reconciliation-32500.zip | Report | 4/3/2009 8:12:54 AM | Successful |
| <input type="checkbox"/> Central Bill Reconciliation Summary.zip | Report | 4/3/2009 8:05:27 AM | Successful |
| <input type="checkbox"/> Central Bill Reconciliation.zip | Report | 4/3/2009 7:57:04 AM | Successful |

Page 1 of 2

Open the file.



Double click on the file.



Enter password.



The pdf file will open. You can print and/or save the file.

| Central Bill Reconciliation | | | | | | | |
|--|------------|----------------|----------------------------------|------------------------|------------|--|--------------------|
| NDAKOTA | | | | | | | |
| Date/Time Printed: 04/03/2009 09:19:24 AM | | | | | | Orientation: Landscape | |
| Selection Criteria: Post Date Is Between '3/3/2009' AND '4/2/2009' | | | | | | | |
| Transaction Date | Post Date | Transaction ID | Microreference | Merchant Name | MCC | Merchant City, State/Province, Country | Transaction Amount |
| Billed to Account: *****6069 | | | | | | | |
| JOHNSON, NATHAN | | | Diverted From Account: *****3340 | | | Central Bill Account: *****6069 | |
| 03/21/2009 | 03/23/2009 | 76926269 | 55480779080207811300330 | SOLID DOCUMENTS, LLC | 5734 | 8008802654, WA 98052 | \$79.95 |
| 03/24/2009 | 03/24/2009 | 77075272 | 55432869083000647145325 | HP DIRECT-PUBLICSECTOR | 5964 | 800-727-2472, NE 68154 | \$139.00 |
| 03/30/2009 | 03/31/2009 | 77470951 | 55432869089000463320790 | WWW.NEWEGG.COM | 5732 | 800-390-1119, CA 91745 | \$33.25 |
| 04/01/2009 | 04/01/2009 | 77484312 | 55432869091000662612902 | VZWRLSS*APOCC VISN | 4814 | 800-922-0204, CA 95630 | \$469.81 |
| JOHNSON, NATHAN Total | | | | 4 | \$722.01 | | |
| PETERSON, SHEILA | | | Diverted From Account: *****4418 | | | Central Bill Account: *****6069 | |
| 03/18/2009 | 03/19/2009 | 76816646 | 55417349078130786123830 | AIR AND WATER INC | 7623 | 800-7340405, CA 92705 | \$465.98 |
| PETERSON, SHEILA Total | | | | 1 | \$465.98 | | |
| *****6069 Total | | | | 5 | \$1,187.99 | | |
| Grand Totals | | | | 5 | \$1,187.99 | | |

Steps to run the report the following month.

When you need to run the saved report the following month, choose **Reports > Create**.

Choose **My Saved Reports** in the drop-down list. Click on the **Report Name**. The criteria you entered when you set up the report was saved, just click **Process Report**.

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Transactions Reports Accounts Employees Administration Help

Report List

My Saved Reports

| Name | Type | Description | Schedule |
|-----------------------------------|-------------|--|----------|
| Central Bill Reconciliation-11000 | Transaction | The Central Bill Reconciliation report can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Transaction ID, Merchant Name, MCC, Merchant City and Merchant State, Microreference, and Amount. Please note: Activity diverted to a diversion account is not listed on this report. | |